

1992

MINUTES  
ATHENS-CLARKE COUNTY LIBRARY BOARD  
January 14, 1992

The January meeting of the Athens-Clarke County Library Board of Trustees was called to order at 4:05 p.m. by Mrs. DuPree, Chairman. Attending were Mrs. Allen, Ms. Copeland, Mrs. DuPree, Mr. Elkins, Mr. Firor, Mrs. Hertz, Mr. Hodgson, Mrs. LaBoon, Mr. Logue, Mrs. Shields, Mrs. Weeks and Mr. Wilkins; Mr. Newsome and Mr. Papageorge of Barton-Malow; Mr. McNay of Nix Mann Viehman Architects; and Mrs. Ames, Library Director.

The minutes of the October 8 meeting and the called meeting of December 18, 1991, were approved as mailed upon motion by Mr. Hodgson and second by Mr. Logue.

Mr. McNay provided an update on the new building. Work is progressing and we should expect substantial completion on March 6. The lighting is now in place and the roof shows no sign of leakage. There are no major difficulties anticipated. Once we have substantial completion, furniture installation will begin.

Mr. Newsome reviewed the financial status of the Construction project. There is approximately a \$175,000 unassigned balance at this time, but there will be additional costs associated with landscaping and audio-visual equipment which will be deducted from that balance. Mr. Russell Crider, County Manager, has agreed that remaining funds will be retained by the Library Board for supplemental equipment and materials.

Construction Change Order 6 was then discussed. It includes exterior lighting, tackable wall covering, steel lintels, transformers for the elevators, and other miscellaneous electric requirements totaling \$53,992 and 17 days extension. Mr. Hodgson made the motion to approve this C.O.; second by Mrs. Shields; unanimous approval.

Design Change Orders 3,4, and 5 were presented. C.O. 3 totals \$13,019.21 and covers mechanical changes, lighting consultant services, and the children's theme design. C.O. 4 includes lighting changes, computer room changes, initial landscaping design, and interior design work on the Heritage Room for a total of \$48,277.22. C.O. 5 includes work done by the structural consultant, mechanical consultant, and further interior design work for Heritage, Store and Children's theme for a total of \$40,416.93. Mr. Newsome noted that there are a few more small items left and that many of these items were on the original proposal. Mr. Hodgson made the motion to approve Design Change Orders 3,4, and 5; second by Mr. Firor; unanimous vote.

In new business, Mrs. LaBoon reported for the Nominating Committee. The slate as presented is Mrs. DuPree, Chairman; Mr. Hodgson, Vice Chairman; Mrs. Weeks, Treasurer; Mrs. Carithers, at-large. Mr. Elkins made the motion to approve the slate as proposed, second by Mrs. Hertz; unanimous approval.

Mrs. Ames discussed the need for artwork for the main staircase. Joel Cordle of the Cultural Affairs Division has provided guidelines for soliciting design input. The consensus was to refer the project to the Interior Design Committee to prepare a request for proposal.

The proposed AV equipment package was presented . It includes the auditorium projection system, sound system, carrels, and special AV equipment totaling approximately \$95,000. According to Mr. Newsome, the budget is adequate. Mr. Firor made the motion to proceed, second by Mrs. Weeks, and unanimous approval.

Other equipment needs were reviewed including copiers, computers, book returns, office equipment. Mrs. Weeks made the motion to proceed with the bid process, second by Mrs. Hertz, and unanimous vote.

Following discussion a proposal by Mrs. Ames to have the Friends conduct an auction of surplus equipment with proceeds going to the purchase of materials, Mr. Firor made the motion to proceed with these plans after clarifying ownership with the county. Second by Mr. Wilkins and unanimous vote.

The Library was billed for supplemental changes on workmen's compensation insurance totaling \$2,263. Mrs. Ames proposed dividing this increased charge by the region's population and charging each county proportionately. Mr. Firor made the motion to pay the premium in this manner, second by Mr. Hodgson and positive vote. Mrs. Ames will contact Ann Harrison at the County to discuss options and Mr. Logue will advise her on other possible cost saving approaches.

The Library has received a complaint about a book. Mrs. DuPree named a committee consisting of Mrs. Shields, Mrs. Hertz, and Mrs. Allen to review the complaint.

Mrs. DuPree appointed Mr. Firor to serve a two-year term on the regional board.

The Director's report followed. The state budget review is underway. The Governor's proposal includes 51 cents per capita for books. This is less than FY90, but a vast improvement over FY92's 35.7 cents per capita.

The Athens-Clarke County budget is due on February 7 and there will be several reviews. The new telephone system has been installed and the staff is testing voice mail options.

May will feature a month long Grand Opening Gala. John Brantley chairs the committee composed of Board members, Friends

Page Three  
Athens-Clarke County Library  
January 14, 1992

and staff. Highlighting the month will be a benefit performance by Lewis Grizzard. Details will follow.

The final staff hirings will be completed in April with the addition of 5 part-time workers, primarily evenings and weekends. Laura Ludwig Carter will return as half-time reference librarian.

The Library Store is progressing. Clare Auwarter has met with Leslie Maggiore to plan the store's merchandise and the Friends provided \$10,000 to underwrite the initial inventory. Proceeds will be used for Library programs and books.

On April 26, the Sunday before the Library's opening, there will be a special 8-12 page supplement in the newspaper featuring the Library. The paper will be selling ads for this supplement.

Legislative Day has been rescheduled to February 11.

The Friends Book Sale will be February 12-15 in the Auditorium. This annual event has been a very successful fund raising effort.

There being no further business, the meeting was adjourned at 5:05 p.m.

*Kathryn S. Ames*  
Kathryn S. Ames, Secretary

MINUTES  
ATHENS REGIONAL LIBRARY BOARD  
January 16, 1992

The January meeting of the Athens Regional Library Board of Trustees was called to order at 3:30 p.m. by Mrs. DuPree, Chairman. Attending were Mrs. DuPree, Mr. Firor, and Mr. Hodgson from Clarke County, and Mrs. Weeks was excused. From Oconee County was Mrs. Wynn; from Oglethorpe County were Mrs. Toney, Mr. Downs, and Mrs. Clark; from Madison were Mrs. Haygood, Mrs. Sweeney, and Mrs. Carithers; and from Franklin County were Mrs. Telford and Mrs. Brown; and Mrs. Ames, Library Director.

The minutes of the October meeting were approved as mailed by consent.

The financial report was received for information.

Regional reports followed. Mrs. Wynn reported for Oconee County. The County Commission approved a 5 percent salary increase for all employees in November following a study conducted by the Institute of Government. Automation plans are proceeding quickly and the Library hopes to be linked with Athens this spring. Dr. Roy Ward held an art exhibit in the library auditorium and donated over \$1300 from the sale of his works to the Library. The Bogart Friends organization has been very active and has raised enough funds to purchase their computer for that branch. They have sponsored a variety of events including a downtown Halloween party that was very well attended.

Mrs. Carithers reported for Madison County. Since July when new evening hours were added, the library has been very busy. The board is now considering a 3000 square foot addition to the library and adding automation. Beginning shortly, the Board will begin working on the Long Range Plan of library service for the county. The literacy program under Ginni Edwards is growing quickly and there are some plans to expand with the help of a JTPA program.

Mrs. Brown reported that Franklin County's libraries are staying very busy and that donations have increased recently for the Royston branch.

Mrs. Toney reported for Oglethorpe County. A building Committee has been formed to begin serious planning for a new library for the county. A site has been identified adjacent to the High School, approximately mid-way between Lexington and Crawford. The Board plans to work with a community group to form a Friends organization to help increase the visibility of the library and its services. Mr. Downs noted that his aunt, Dorothy Spence, was an original member of the board when the Athens Library was located at the old YMCA building--a long time ago!

Page Two  
Athens Regional Library Board  
January 16, 1992

Mrs. DuPree updated the Board on the progress of the Athens-Clarke County Library. She reported visiting the warehouse where the children's theme is being put together and promises a very unusual display.

The Director's report followed. The state budget review is underway. The Governor's proposal includes 51 cents per capita for books. This is less than FY90, but a vast improvement over FY92's 35.7 cents per capita.

The Athens-Clarke County budget is due on February 7 and there will be several reviews. The new telephone system has been installed and the staff is testing voice mail options.

May will feature a month long Grand Opening Gala. John Brantley chairs the committee composed of Board members, Friends and staff. Highlighting the month will be a benefit performance by Lewis Grizzard on May 22. Details will follow.

The final staff hirings will be completed in April with the addition of 5 part-time workers, primarily evenings and weekends. Laura Ludwig Carter will return as half-time reference librarian.

The Library Store is progressing. Clare Auwarter has met with Leslie Maggiore to plan the store's merchandise and the Friends provided \$10,000 to underwrite the initial inventory. Proceeds will be used for Library programs and books.

On April 26, the Sunday before the Library's opening, there will be a special 8-12 page supplement in the newspaper featuring the Library. The paper will be selling ads for this supplement.

Legislative Day has been rescheduled to February 11.

The Friends Book Sale will be February 12-15 in the Auditorium. This annual event has been a very successful fund raising effort.

In Mrs. Weeks' absence, Mrs. Ames presented the Nominating Committee's proposed slate of officers. The slate included Mrs. DuPree, chairman; Mr. Hodgson, vice-chairman; Mrs. Weeks, treasurer; and Mrs. Carithers, at-large member. Mrs. Clark made the motion to approve the slate, second by Mrs. Telford, and unanimous vote.

In other new business, out of state travel authorization was requested for two trips. Mrs. Ames would attend a construction workshop in Tallahassee, Florida, with the state paying the registration fees and another library system providing transportation. Mrs. Toney made the motion to authorize this trip, second by Mrs. Carithers, and unanimous vote. Ms. White would

Page Three  
Athens Regional Library Board  
January 16, 1992

attend a training workshop in Utah at the Dynix headquarters. Her expenses were included in the original automation contract. Mrs. Wynn made the motion, second by Mrs. Telford, and unanimous approval.

Mrs. Ames reported on the current status of the Athens-Clarke County Construction Account. There is approximately a \$175,000 unassigned balance at this time, but there will be additional costs associated with landscaping and audio-visual equipment which will be deducted from that balance. Mr. Russell Crider, County Manager, has agreed that remaining funds will be retained by the Library Board for supplemental equipment and materials.

Construction Change Order 6 and Design Change Orders 3, 4, and 5 were then discussed. These changes were recommended for approval by the Athens-Clarke County Library Board. Included in the Construction Change Order were exterior lighting, tackable wall covering, steel lintels, transformers for the elevators, and other miscellaneous electrical requirements totaling \$53,992 and 17 days extension. Design C.O. 3 totals \$13,019.21 and covers mechanical changes, lighting consultant services, and the children's theme design. C.O. 4 includes lighting changes, computer room changes, initial landscaping design, and interior design work on the Heritage Room for a total of \$48,277.22. C.O. 5 includes work done by the structural consultant, mechanical consultant, and further interior design work for Heritage, Store and Children's theme for a total of \$40,416.93. Mrs. Clark made the motion to approve these change orders as presented; second by Mr. Downs; unanimous approval.

The Library was billed for supplemental changes on regional workmen's compensation insurance totaling \$2,263. Mrs. Ames proposed dividing this increased charge by the region's population and charging each county proportionately. Mrs. Clark made the motion to pay the premium in this manner, second by Mrs. Wynn and positive vote. Mr. Firor made the suggestion that the library look at other insurance carriers and Mrs. Ames will contact our broker to discuss options.

Mrs. DuPree asked the regional Board to delegate authority to the Madison County Library Building Committee to proceed on the addition plans for that Library and to report at the quarterly meetings of their progress. This authority includes the screening of architects, development of schematic design, and other details. Final approval of contractual obligations must be provided by the entire regional board. The motion was made by Mrs. Toney, second by Mrs. Clark and Mr. Firor and unanimous approval.

Page Four  
Athens Regional Library Board  
January 16, 1992

Mrs. DuPree then requested the same authorization for the Oglethorpe County Library Board to proceed with their plans for a new facility and to report quarterly on the progress. Again, all contracts and other financial matters will be presented to the regional board for approval. Mr. Firor made the motion, Mrs. Carithers the second, unanimous vote.

The Legislative Day was changed to February 11. The next meeting of the Athens Regional Library Board will be held on April 16 in the Board Room of the new facility.

There being no further business, the meeting was adjourned at 4:15 p.m.

*Kathryn S. Ames*  
Kathryn S. Ames, Secretary

MINUTES  
ATHENS-CLARKE COUNTY LIBRARY BOARD  
April 14, 1992

The April meeting of the Athens-Clarke County Library Board was called to order at 4:00 p.m. by Mrs. DuPree, chairman. Attending were Mrs. DuPree, Mr. Hodgson, Mrs. Hopper, Mr. Firor, Mr. Wilkins, Mr. Logue, Mr. Elkins, Mrs. LaBoon, Miss Copeland, Mrs. Shields, Mr. Tritt, and Mrs. Barnett. Also attending were Ms. White and Jim Newsome and Tom Papageorge of Barton-Malow.

Mrs. DuPree welcomed Mr. Tritt and Mrs. Barnett and introduced them as new members of the Athens-Clarke County Board.

The minutes of the January meeting were approved as distributed upon a motion by Mr. Hodgson.

Jim Newsome distributed a cost update and mentioned the furniture still to be delivered. Substantial completion of the building was March 13, 1992. The final walk through with the architect is scheduled for April 16, 1992.

The balance remaining in the construction account is \$190,722. We hope to be able to spend some of these funds on books. Mr. Newsome reported that there are problems with the size of the sign at the street and the sign ordinance. Mr. Tritt volunteered to look into how soon a new sign ordinance is expected to be passed. Mr. Newsome is also waiting for pricing on a handrail because the first estimate was too high. Roger Cauthen should finish landscaping shrubs and sod by the opening. He is now preparing an irrigation package for bid. The coating on the columns is finished.

Mrs. DuPree expressed the Board's appreciation to Mr. Newsome and Mr. Papageorge. Change Order 8 was then explained. The architect is looking for something to finish reveals. The custom-made chandeliers should be here for the opening of the Heritage Room. Mr. Firor made the motion to approve Change Order 8 with a second by Mr. Hodgson. Motion passed unanimously.

The Neon Design was referred to the Building Committee to review with the authority to make the final decision upon a motion by Mr. Hodgson. The motion was amended after much discussion to giving the majority of the building committee that authority. The motion passed unanimously.

The AV package was discussed and Mr. Hodgson moved to allow the Building Committee to approve up to the amount of Barton Malow's figures; second by Mr. Firor and the motion was passed.

Mrs. DuPree reactivated the Gifts Committee to handle gifts to the new library. The Committee consists of Mrs. Weeks, Mr. Firor, Mr. Wilkins and Mrs. Allen.

Page Two  
Athens-Clarke County Library Board  
April 14, 1992

The budget revisions for Clarke County were presented. Mr. Firor moved to approve the budget with a second from Mrs. Hopper. The budget was approved.

Under New Business, Mrs. DuPree presented the Committee Assignments. The 1992-93 Assignments are attached to these minutes.

A discussion of the Dedication Plaque followed. It was decided not to use titles but to put the lists in alphabetical order with the Chairmen at the top and to use middle initials for everyone.

Mrs. DuPree invited the members of the Board to the ribbon cutting ceremony opening the new Library on April 27, 1992 at 9:00 A.M.

It was proposed to hang banners from the front of the Library as part of the opening and dedication festivities. After much discussion it was moved by Miss Copeland to have no banners and the motion passed.

The proposed policy about a fee for use of the meeting rooms followed. Mr. Firor moved to accept the policy as presented with an amendment, "Athens-Clarke County government sponsored programs" exempt from auditorium fee and a charge of "\$50.00 for six hours or less". (\$50 more after six hours). After further discussion Mr. Elkins moved that the amendment be changed to read "Athens-Clarke County government sponsored programs exempt and a \$50 fee only." The motion passed.

Mr. Firor made the motion to give the director and staff the authority to act on whether to change the magazine vendor. The motion passed.

Following announcements about the Friends Auction and the Dedication the meeting was adjourned.

*Kathryn Ames*  
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Kathryn S. Ames, Secretary

MINUTES  
ATHENS REGIONAL LIBRARY BOARD  
April 16, 1992

The quarterly meeting of the Athens Regional Library Board of Trustees was called to order by Mrs. DuPree, Chairman. Attending from Oglethorpe County were Mrs. Toney and Mr. Downs; from Madison County were Mrs. Haygood, Mrs. Carithers, and Mr. Ginn; from Oconee County were Mrs. Wynn and Mrs. Johnson; from Franklin was Mrs. Telford; from Clarke County were Mrs. Weeks, Mr. Firor, and Mrs. DuPree. Mrs. Ames, Library Director and Ms. Williams, League of Women Voters observer were also present.

The minutes were approved as mailed.

The financial report was received for information.

Regional reports followed. Mrs. Wynn reported for Oconee County. The budget for FY93 has been submitted to the Commission and other funding agencies. During the past month, the septic tank problems intensified and the Commission decided to connect the Library to the county's sewer system. The Dynix system is ready to go on-line in Watkinsville and to be a dial-in system for Bogart. This is expected for mid-May. The Bogart Friends of the Library continue to be very active. Their goal is to double circulation in the next year, to be a full user of the computer system, and to continue to recruit new library users. They have also had several fund raisers to help with the remodeling project that is underway. Watkinsville also has been busy with 70 new families registering each month. They have been registering new voters and this spring a storyteller from the Library participated in a special Spring Break program sponsored by the Recreation Department.

Mrs. Toney reported that Oglethorpe County has also submitted its budget proposal to their funding agencies. The Board is in the process of planning for a new facility and will be finalizing the building program shortly. The Commission has purchased land which is located next to the high school on Highway 78 which is approximately half way between Lexington and Crawford and should be very visible from the Highway. A Friends of the Library group is being organized and will help with fund-raising for the new building project.

Mrs. Telford reported that the Franklin County Library Board had approved the budget and had sent it on to the appropriate funding agencies. Several volunteers are helping to plan and implement the annual summer reading club.

Mrs. Carithers reported for Madison County. There will be a called meeting of the Madison County Board to review the schematic phase of design for the addition to the Madison County Library. Architect Charles Sides will be making a recommendation to the Board for possible directions for this expansion. The

County Commission has purchased a small house adjacent to the present location with the intention that it be used as a learning center. The county is providing the labor to remodel the building and the Library will be expanding the literacy and learning program into that facility. JTPA is holding several programs in the facility this summer, and there is hope of some grant funds to operate an expanded program. The Friends will meet the Sunday after Easter for the annual volunteer recognition program and on May 2, there will be a Weed and Read program to help work on the landscaping.

Mrs. Ames reported that this has been an extremely busy quarter for the Athens-Clarke County Library staff! The new building will open on April 27 with a ribbon cutting ceremony. Special events are planned for the month of May and the dedication will be May 31 at 2:00.

There will be a special supplement to the Athens Banner-Herald on Sunday, April 26, which will include a floor plan and lots of information about the building. In addition, Mrs. Ames, Mrs. DuPree, and Mrs. Weeks will be featured on Meg McGriff's television program on May 4. A sneak preview of the building was held for the Friends on April 7 with more than 150 people attending.

Legislative Day was not particularly satisfying in terms of meeting with legislators. The breakfast format was rushed and many of our representatives had other commitments. However, we did see most that morning for a few minutes.

There will be some improvement over this year's dismal materials grant level as it increases to 51 cents per capita, but does not reach the 1991 level of 55 cents. Maintenance and Operations funding will be slightly reduced to 55.5 cents per capita.

The Athens-Clarke County Library will be auctioning off all of the furniture and equipment left in the old facility that was not used in the new building on May 16. Prior to that time, branch managers and board chairmen are invited to select items that would be useful in their local libraries. These items are on the regional inventory and must be used for library purposes in order to meet audit requirements.

In unfinished business, the Athens-Clarke County Board presented two change orders for approval by the regional Board. Change Order 7 included adding a public address system, computer cabling, signage, a roof access ladder and a concrete slab for a total cost of \$27,973. Mr. Firor made the motion to approve, second from Mrs. Toney and unanimous approval.

Construction Change Order 8 was to add a door bell at the back entry, 6 baby changers, light switches, covering for the homosote at the children's department, and storm drain grates. The total for this was \$12,721. Mrs. Weeks made the motion to approve, second by Mrs. Wynn, and unanimous approval.

The current construction balance is \$204,214 with approximately 95 percent of the work completed.

The Madison County Library is working with Susan Colegrove on the Athens staff and representatives of JTPA to develop a proposal to gain funds for a training program in the new learning center. Authorization was requested to proceed with this application. Mr. Firor made the motion, second from Mrs. Telford, and unanimous vote.

The Regional Board was asked to delegate authorization to the local Oglethorpe and Madison County Library Boards to approve the final drafts of their building programs. The motions were made by Mr. Firor, second by Mr. Ginn and unanimous vote.

Mr. Firor made the motion to authorize the Madison County Library Board to begin negotiations with architect Charles Sides for architectural services for their new addition and to review the schematic design. Final ratification of this contract by the regional board will be required along with review by the Division of Public Library Services. Mrs. Weeks seconded the motion, unanimous vote.

Mrs. Ames reviewed the problems with the 1989 Ford bookmobile and requested authorization to sell or trade it for a van which would be used primarily to serve homebound and daycare groups. Mrs. Toney made the motion to negotiate for such a van and to sell or trade the truck, second from Mrs. Weeks, and unanimous approval.

The audit report was reviewed. Mrs. DuPree had requested that the auditors delay their trip until the Library's business manager was able to return to work following surgery. This request was ignored. There were three findings, including two that were continued from the 1990 audit. Finding one was in regard to separation of bookkeeping responsibilities. Since the Library can afford only one bookkeeper, it is very difficult to separate all responsibilities. Finding two was in regard to fixed assets. The state requires this as a part of their auditing process, but has not yet developed a format to use in accounting for fixed assets. The library does maintain a full inventory of all furniture and equipment, but it is not included in the accounting system at this time, nor is there a way to put it into the Genesis system right now. The third finding suggests

Page Four  
Athens Regional Library Board  
April 16, 1992

that the Library claimed reimbursement of \$247 for a literacy grant that was not spent. We are contesting this claim because according to our records, we spent more than the grant rather than less. This issue will be contested.

There being no further business, the meeting was adjourned and a tour of the new facility was offered.

Kathryn S. Ames  
Kathryn S. Ames, Secretary

MINUTES  
CALLED MEETING  
ATHENS-CLARKE COUNTY LIBRARY BOARD  
May 20, 1992

The called meeting of the Athens-Clarke County Library Board was called to order at 4:05 P.M. by Mrs. DuPree, chairman. Attending were Mrs. Shields, Miss Copeland, Mrs. Hertz, Mr. Hodgson, Mrs. DuPree, Mr. Tritt, Mr. Wilkins, Mrs. LaBoon, Mrs. Weeks, Mr. Firor, Mr. Logue, Mr. Newsome from Barton-Malow and Mrs. Ames. Mrs. Hopper was out of town.

Mr. Newsome first reviewed the status of the Library's account. Through April 1992, we have earned \$267,446 in interest. Including all proposals such as audio-visual which is still outstanding, the Library can project a balance of approximately \$161,000 at this time. The County Manager and CEO have already agreed that the remaining funds in the account may be used for the purchase of books during the FY1993 year.

Mr. Newsome then reviewed Change Order 9 which included additions to the building and landscaping. The total was \$36,220. He also presented change orders for furniture and equipment from Hendrick Associates totaling \$9,625 which covered equipment for an office that was omitted from the original list, signage additions, and chairs for workstations. These two Change Orders were approved upon a motion from Mr. Wilkins, second from Mrs. Shields, and unanimous vote.

The next Change Order was for final work on the lighting for the Children's Department for a total of \$613. Mr. Hodgson made the motion to accept this change as presented, second by Mrs. Hertz and unanimous vote.

Mr. Newsome then presented a request from Nix Mann Viehman Architects for an additional fee of \$17,153. This included work completed by the interior designers and Jordan Jones and Goulding. In addition, Nix Mann Viehman presented a request for additional services from their office which totaled \$7233.94. After discussion, Mr. Wilkins made the motion to give Jim Newsome the responsibility to negotiate reductions with the architects and to involve Mr. Logue from the Board in the review. Mrs. Shields seconded the motion which then received unanimous approval of the Board.

Mrs. Ames discussed the problem of security in the new building. Middle school children particularly have been a problem and she hired a second security guard to work during the hours of 3 to 6 PM daily until the end of school. This has been beneficial in controlling some of the problems. To continue the second guard during the school year for fiscal 1993 would require that the County add \$4,725 to the budget. Miss Copeland, who teaches at a nearby middle school, made the motion to approve this addition to the budget urging that the library administra-

Page Two  
Called Meeting  
May 20, 1992

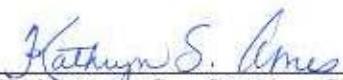
tion work with school officials, parents, and the police to keep this problem under control; second by Mrs. Hertz, and unanimous vote.

Mrs. Ames also reviewed the complaints received to date about the fee for the small conference room. She did not recommend any action at this time, but wanted the Board to be aware of the comments.

Cleaning the facility is an issue. The construction contract will cover two major cleanings which include sealing the quarry tile floors, washing and cleaning all vinyl floors, and carpet cleaning. The current staff is unable to keep up with the volume of traffic. The proposed solution was to add \$6500 for someone to vacuum the building before or after hours. This too will require a budget amendment and will be presented to the Athens Clarke County Commissioners at our hearing with them in May.

The Dedication Plaque was the next item on the agenda. The Board agreed to include all board members who had served on the Board from 1987 to the present time on the plaque. The only other question about the plaque was whether to list Gwen O'Looney as "CEO" or as "Chief Elected Officer" on the plaque. Mr. Firor made the motion to list Mrs. O'Looney as "Chief Elected Officer." Second by Mrs. Copeland. The vote was: In Favor: Miss Copeland, Mr. Wilkins, Mr. Firor. Against: Mrs. Shields, Mrs. Hertz, Mr. Hodgson, Mrs. LaBoon, Mr. Logue, and Mrs. Weeks. Mr. Firor then made the motion to approve the plaque as presented with Mrs. O'Looney designated as "CEO" second by Mrs. Shields; all voted in favor of this motion except Mr. Wilkins who voted No.

Mrs. DuPree reminded everyone to plan to attend the Dedication on May 31 and thanked Mrs.. Weeks, Mr. Hodgson, and Mr. Firor for agreeing to be a part of the official program. The meeting was adjourned at 5:30 PM.

  
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Kathryn S. Ames, Secretary

MINUTES  
ATHENS-CLARKE COUNTY LIBRARY BOARD  
July 14, 1992

The meeting was called to order at 4:00 p.m. by Mrs. DuPree, chairman. Attending were Mrs. Allen, Miss Copeland, Mrs. Davis-Barnett, Mrs. DuPree, Mr. Elkins, Mr. Hodgson, Mrs. Hopper, Mrs. LaBoon, Mr. Logue, Mr. Tritt, and Mrs. Weeks. Mrs. Ames and Mr. Newsome of Barton-Malow also attended.

The minutes of the April 14, 1992 meeting and the called meeting of May 20, 1992 were approved as mailed by consensus.

Under Old Business, Mr. Newsome reviewed the completion of the building and outlined what had been left from the punch list and change orders. The original punch list is nearly complete except for the chandeliers in the Heritage Room and the caulking of the wall coverings. He then presented Change Order 4 for the Children's Theme totaling \$3,540. Motion by Mrs. Weeks, second by Mrs. Hopper and unanimous vote.

Nix Mann Viehman Change Order 6 was then presented by Mr. Newsome. Mr. Logue reviewed the consultant services and recommended that the list be approved. Total was \$4,600. Motion by Mr. Logue to approve, second by Mrs. LaBoon, unanimous vote.

Mr. Newsome then reviewed the status of the financial accounts for construction and concluded that we remain in good standing with an estimated surplus of over \$160,000 which will be transferred to materials at the conclusion of the project.

Under New Business, the Board reviewed the recommendations from Roger Cauthen for tree labels. The motion from Mrs. LaBoon was to pursue these labels with Mr. Cauthen, to use approximately a 4" x 6" size marker, and to keep wording to a minimum, second by Mrs. Weeks, and unanimous approval.

Options for wall covering which was accidentally omitted from the auditorium were examined. The consensus was to take the credit of approximately \$5000 and to omit adding the covering.

Mrs. Ames discussed the Community Development Block Grant for \$20,000 which will be used to operate two literacy programs in public housing. Mrs. Weeks made the motion to approve, Mrs. Allen seconded, and unanimous vote.

The Library has been awarded a \$500 grant from the Council for the Arts to provide a storytelling workshop and concert on October 1 in conjunction with the Northeast Georgia Folklife event. Mr. Hodgson made the motion to approve the grant, second by Mr. Logue, and unanimous vote.

Mr. Firor requested the establishment of an Athens shelf. After some discussion, the request was tabled until Mr. Firor could present his ideas about this project. Materials in the Heritage Room cannot be checked out, and it was thought that Mr. Firor might want the items to circulate, so this will be discussed in October.

The Athens Regional Attention Home had requested that the Library be designated as a "Safe Place" in the community. This request has been placed under review. The Board supports the concept, views the Library as a safe place for children and young adults to visit, but questions the commercial aspects of the program. Further information will be requested.

Two policies were presented for review. The library staff recommended that the fee for the small conference room be removed. After many calls and objections, it was determined that the fee was restricting use by many worthy organizations which had no source of funds for the user fee. Mr. Hodgson made the motion to approve this change, second by Mr. Logue and a unanimous vote.

The second policy clarified use of exhibit space and was similar in nature to an older policy. A release will be required for anyone exhibiting in the various display cases and wall spaces. Mrs. Weeks made the motion to approve, second by Mrs. Hopper, unanimous approval.

Mr. Hodgson requested that the Library develop a "brag" sheet for use with funding agencies highlighting grants and special projects through the year. The Board also congratulated Prudence Taylor for an excellent article in Athens Magazine.

There being no further business, the meeting was adjourned at 5:30 PM.

*Kathryn S. Ames*  
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Kathryn S. Ames, Secretary

MINUTES  
ATHENS REGIONAL LIBRARY BOARD  
July 16, 1992

The quarterly meeting of the Athens Regional Library System Board of Trustees was called to order at 3:30 by Mrs. DuPree, Chairman. Attending were: Mrs. DuPree, Mr. Firor and Mrs. Weeks from Clarke County; Mrs. Toney and Mrs. Clark from Oglethorpe County; Mr. Ginn, Mrs. Carithers, and Mrs. Haygood from Madison County; Mrs. Wynn from Oconee County; Ms. Williams from the League of Women Voters; Mrs. Ames and Ms. White. There were no representatives from the Franklin County Library Board present.

The minutes were approved by consensus and the Financial Report was received for information.

Regional reports followed. Mr. Ginn who is City Manager for Royston asked several questions about funding in Franklin County and suggested that the Franklin County Library Board meet with the local funding agencies to develop a plan for long term funding particularly for capital items such as air conditioning, roof repair and replacement, and equipment.

Mrs. Carithers reported that the local budget had been approved in Madison County and that it included such improvements as 10 hours per week to expand staffing of the literacy program and the renovation of a small house next to the library to house a new community wide literacy program which is under the library's auspices. The Library, working with Athens Regional consultants, has been awarded a Job Training Partnership Grant for \$25,000. The Board has received authorization from the County Commission to add 5 additional feet to the Library's lot to facilitate the expansion project. The architect has developed working drawings of the space and these have been reviewed by the board.

Mrs. Wynn reported for Oconee County. The Vacation Reading Club has been quite active in Oconee County this summer with many activities in both Watkinsville and Bogart. The Dynix system has been installed and while there have been some problems, for the most part it is working well. Mrs. Wynn also brought brochures from the Champaign, Illinois, public library which she shared with those attending.

Mrs. Toney reported that Oglethorpe County was moving quickly on the search for an architect and getting their construction project ready to go. The land purchase has been finalized and the County has made the commitment to go ahead with the project which will include a 7100 sq. ft. facility. The newly organized Friends of the Library is growing quickly and officers will be elected at the next meeting.

Ms. White discussed the progress of Dynix, the automated system. The Athens Library now is fully on-line and acquisitions training has been provided for all book selectors. The problems with Oconee County have to do with telephone lines and Southern Bell is working on these to make sure everything is compatible. Phase II will be complete once acquisitions is fully installed and operational and the dial-in access is complete. We expect patrons with home computers and modems to be able to access the system from home by October 1. Phase III includes installation in Madison and Oglethorpe Counties. Phase IV will require some study to find the most cost effective method to bring Franklin County and Winterville into the system. Long distance charges make it prohibitive to provide total dedicated service to all three branches in Franklin County.

The Director's report followed. Mrs. Ames announced that the Library received a \$25,000 grant for a small addition to the Winterville Library. This will add much needed stacks and provide a storyhour place. Circulation in Athens increased steadily with a 34% increase in June, 33% in May, and projections of over 35% for July.

The auction of surplus equipment and furniture from the old regional headquarters netted over \$11,000 which will be invested in the book endowment account. To date, the Store has earned approximately \$7,000 which will also be used for books and programs. The Athens-Clarke County budget was approved as presented to the Commission and includes several categories of carry-over funds which were not expended during FY92. There are still some problems with the building which are being studied by the architects and building team including the HVAC system, power surges, and wall coverings.

The Learning Center was one of 5 selected for recognition nation-wide by a group of consultants studying literacy programs. Andrew Seagars visited the Library on July 15-16 to meet with tutors, students, staff and library administration and to review the program. It will be noted in a new study to be released in the fall.

On August 21 at 7:30 AM, the Library will host the Chamber of Commerce's AM Update. The Friends will provide the food, and the Library will present a program which features some of the newer services available from reference, young adult, and learning center.

In Old Business, Mrs. Ames thanked the Board for authorizing the trade-in of the Ford bookmobile and the purchase of a Ford Aerostar van. The van is used for weekly courier service to handicapped patrons. As use of the automated computer system

increases, we expect that demand for the courier program will also increase and this van is ideal for such trips.

The final audit report on FY91 was presented. There were no financial deficiencies, but there were minor findings related to separation of responsibilities and fixed asset accounting. These will remain findings until the State develops a program for fixed assets and until the Library finds funding for a bookkeeping assistant.

In new business, the Board was asked to approve several grants and contracts.

1. Contract with Sides and Pope Architects to design the Madison County Library at a design fee of 6% of the construction and equipment budget, estimated to be \$18,000. Mrs. Clark made the motion to approve this contract, second by Mr. Firor, unanimous vote.

2. Authorization to proceed on Final Grant Applications for 3000 sq. ft. addition to Madison County Library and 7100 sq. ft. Oglethorpe County Library. Mr. Firor made the motion, second by Mrs. Carithers, unanimous vote.

3. Approval of Contract from JTPA to develop Madison County Library Learning center for \$25,623. Motion by Mrs. Weeks, second by Mr. Firor, and unanimous vote.

4. Approval of contract with Athens-Clarke County for CDBG, Community Development Block Grant, for \$20,000 to develop literacy program in two public housing areas. Motion by Mrs. Wynn, second by Mrs. Toney, unanimous vote.

5. Approval of design Change Order 6 for \$4,600 for additional landscaping work and drainage; for Children's Theme Change Order 4 to refine lighting and other Children's theme requirements for \$3,540. Motion by Mrs. Carithers, second by Mrs. Weeks, unanimous approval.

6. Authorization to submit competitive proposals for Library Services and Construction Act (LSCA) mini grants administered by the Division of Public Library Services for

A. Story hour materials and programs to day care centers in five counties region wide. \$5,000.

B. To provide regional staff development program on ADA and to purchase special materials for deaf patrons. \$4,500.

C. To purchase two battery powered scooters for use by disabled and elderly patrons to facilitate use of the Athens-Clarke County Library. \$4,000.

Page Four  
Athens Regional Library Board  
July 16, 1992

Mr. Firor made the motion to submit these proposals, seconded by Mrs. Clark, all voting "yes" except Mr. Ginn who was opposed.

The FY93 Talking Book Center budget was presented and it totals \$82,139. All funds are provided by a state grant for TBC's except for \$2000 from the Uncle Remus Library System in Madison and \$2000 in funds brought forward from FY92. The largest portion of this budget is personnel totaling \$72,605 and operations totaling \$9534. Mrs. Clark made the motion to approve, Mrs. Weeks seconded, and the vote was positive with Mr. Ginn abstaining.

There being no further business, the meeting was adjourned at 4:30 PM.

Kathryn S. Ames  
Kathryn S. Ames, Secretary

MINUTES  
ATHENS-CLARKE COUNTY LIBRARY BOARD  
OCTOBER 13, 1992

The meeting was called to order at 4PM on October 13, 1992, by Mrs. DuPree, chairman. Attending were: Mrs. Davis-Barnett, Mrs. DuPree, Mr. Firor, Mrs. Hertz, Mr. Hodgson, Mrs. Hopper, Mr. Logue, Mrs. Weeks, Mr. Wilkins; Mr. Downs from Oglethorpe County; Mr. Newsome and Mr. Papageorge from Barton-Malow; Mr. Viehman and Mr. McNay from Nix Mann Viehman Architects; Mr. Cauthen and Mr. Martin from Athens-Clarke County Building and Grounds Department; Ms. White, Ms. Wright and Mrs. Ames from the library staff.

The minutes of the July 14 meeting were approved as mailed upon motion from Mr. Hodgson, second by Mrs. Weeks.

Mr. Newsome presented the construction summary. As of this date, the construction account had earned \$281,997 in interest. After reviewing final cost tabulations and Change Order 10, the Library would still have approximately \$161,000 left. Change Order 10 included items that were discussed in July including:

AV electrical modification	\$15,890
Electrical changes at doors	5,341
Auditorium painting	3,083
Concrete work	1,141
Security system	18,056

and other assorted corrections/additions totaling \$55,047.

Mr. Firor made the motion to approve this CO, second by Mr. Tritt and unanimous vote.

Mr. Viehman then presented a request for approximately \$15,000 which he felt was due for additional services caused by extended overhead which was a result of the project extending longer than anticipated. The original contract projected a construction period of 11 months, but due to a variety of reasons, time was added back into the project. Mr. Viehman said that project administration has continued over the life of the project and that he has incurred approximately \$15,000 during this period. Following his presentation, Mr. Newsome recommended that his firm review Mr. Viehman's request with the building committee and determine if the claim was valid.

Mr. Cauthen and Mr. Martin discussed the landscape needs including an irrigation plan and plantings. The County's Building and Grounds crew will install the irrigation system during the winter for approximately \$5000. Work would begin in January. They then discussed the detention pond and needed plantings. Mr. Martin is Manager of the Central Services Division and a landscape architect. He felt that the original layer planting plan accentuates our negatives--the detention pond and that the entry into the site was "less than significant." He would redesign the plan for presentation to the Building Committee and would work on an outdoor reading space as well.

Page Two  
Athens-Clarke County Board  
October 13, 1992

A tentative design of the building plaque created by Davis Sign was presented. Authorization to proceed was given upon motion by Mrs. Weeks, second by Mrs. Hertz, and unanimous vote.

Mr. Firor discussed the Athens shelf which will contain books by local Athens authors. The books would be donated, would circulate, and would meet regular library collection development standards. He will work with library staff to publicize this effort.

The Civil Rights Compliance Statement was reviewed and unanimously approved by the Board upon motion of Mrs. Weeks and Mr. Logue. The Board Chairman must sign this form annually as a part of the Library's application for state aid.

Janet Wright is the Library's Americans with Disabilities coordinator and she presented the Committee's findings after a review of the library facility and its programs. Robert Baird with the County's Facilities Management Division met with the Committee to review the self study and to make some recommendations for change. A summary is attached. The most significant problem is that the threshold at the front entry is 1 1/2" higher than the walk surface. This was discussed with Jim Newsome and the correction was included in Change Order 10. It was important to take action because an elderly patron tripped as she was entering the Library and broke her kneecap. (Library's insurance has covered those expenses.)

Ms. Wright then reviewed the complaint procedure for patrons who find the building or services inaccessible. This was reviewed and will be filed with the Library procedure manuals.

Insurance coverage was reviewed by Mr. Logue and Mr. Dennis Blake of Hutchins, Cox, and Stroud. We are switching to a company that specializes in libraries for similar coverage at a lower cost. Mr. Logue specifically reviewed the Worker's Comp costs, Liability insurance levels and Errors and Omissions policies. He recommended that we increase our general liability coverage from \$500,000 to \$1,000,000 for a total annual premium cost of \$99; to increase our auto liability from \$300,000 to \$500,000 for an increase of \$120; and to study the Errors and Omissions policy when the rate is available. Mr. Firor made the motion to approve these increases, second by Mrs. Hertz, unanimous vote.

Mrs. Ames reviewed the progress of the Library Store. As of October 1, the first five months have netted a profit of approximately \$5835. The Friends underwrote the first inventory purchases and have provided more than 1500 volunteer hours for this project. We expect to see higher sales during the holidays. All profits will be used to purchase books and sponsor programs in the Library.

A proposal from Nix Mann Viehman for a professional photographer's contract to be split 4 ways (Barton Malow, architects, interior designers, and library) was reviewed. Our share would be \$937 for a set of 9 slides and 8x10 prints. The Library staff felt this price was too great and that they really did not need all of the shots included in the package. The consensus of the Board was not to participate in this proposal.

Mrs. Ames presented the Director's report. On October 15, the Library will host a presentation by author Anne Rivers Siddons which will be preceded by a reception at the Taylor Grady House sponsored by the Friends. Pat Shields, a local professional storyteller, presented a workshop on storytelling and a public performance. This appearance was sponsored by the Georgia Arts Council which provided a grant of \$500.

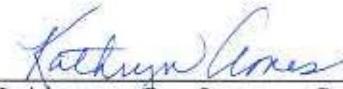
The Library has been awarded several grants recently including \$21,000 from the Library Services and Construction Act for continuation of our automation project; \$16,000 for three different proposals to buy two motorized scooters for elderly or disabled patrons, to develop "story boxes" to be taken to low income daycare centers by our bookmobile staff, and to purchase materials for use with the deaf; \$20,000 from the Community Development Block Grant to provide outreach literacy programs in Nellie B and Pauldoe public housing areas; and \$25,000 to purchase materials in other languages.

Legislative needs were also discussed. The Department of Education is recommending that the book budget be increased from 51 cents per capita to 56 cents; that Maintenance and Operations which funds our regional services be increased from 55.5 cents per capita to 60.5 cents; and that the Director's Supplement provided by the state be increased from \$900 to \$2500. We will also be requesting that state construction funding continue as the region will have requests for a 7200 sq. ft. building in Lexington, a 3000 sq. ft. addition in Danielsville, and a possible 3000 sq. ft. addition in Watkinsville to be considered.

A request to consider the audio-visual package was referred to the Building Committee with authorization to spend up to the budgeted amount for this purpose. Mr. Newsome's budget figure was \$65,000 and the cost estimate is currently at \$61,000.

The Board presented two proclamations to outgoing Board members Mrs. Hopper and Mrs. LaBoon and also approved a proclamation thanking Johnnie Huff, Jr. for his 30 years of dedicated service to the Library and wishing him well in his retirement.

There being no further business, the meeting was adjourned at 5:45PM.

  
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Kathryn S. Ames, Secretary

MINUTES  
ATHENS REGIONAL LIBRARY SYSTEM BOARD  
OCTOBER 15, 1992

The meeting was called to order by Mrs. DuPree, chairman, at 3:30 PM on Oct. 15. Present were: Mrs. DuPree, Mrs. Weeks, and Mrs. Allen from Clarke County; Mrs. Toney from Oglethorpe County; Mrs. Wynn and Mrs. Johnson from Oconee County; and Mrs. Carithers, Mr. Ginn and Mrs. Burroughs from Madison County; and Mrs. Ames, system director. Ms. Williams was an observer from the League of Women Voters.

The minutes of the July 16, 1992, meeting were approved by consensus.

The financial report followed. Mrs. Ames noted that expenditures and receipts were just about even; that several funding agencies had sent checks which arrived after the first of October; and that all agencies had been billed for at least the first quarter. All expenditures appear to be on target for the quarter. The report was received for information.

Regional reports followed. Because there was no Franklin County representative, Mr. Ginn who is Royston City Manager reported that he had attended the Royston local board meeting where automation was discussed. He is hopeful that the local board will be looking for sources of funding to purchase a micro-computer based system that can access the Athens system on a dial-in mode. General Phillips who had been City Manager has been named to the Royston Board. He has raised funds locally to support the library in the past and will be a good addition.

Mrs. Carithers reported for Madison County. At present, there are 18 students participating in the new Learning Center which is operating with a JTPA grant using a half time teacher and a fourth time counselor. Ginni Edwards is the local literacy coordinator for the Library and works closely with the PEACH program and DFACS. The local Board has been working on plans for the addition to the library and has approved the preliminary drawings. They now await legislative approval. On October 4, the Friends of the Library recognized Mrs. Jennie Ruth Echols for her 25 years of service to the Library and presented her with a gift certificate to travel to Washington, D.C., and to visit the Library of Congress.

Mrs. Johnson reported that Oconee County has also received approval for a JTPA grant of \$23,000 to operate a literacy program in the Oconee County Library with Shelley Smith as the local coordinator. At their meeting in the following week, the Oconee Board will be electing officers, discussing an addition to that Library, and proceeding with plans for the holidays. New personnel include a part-time employee in Watkinsville to work weekends and a new branch manager in Bogart. The Bogart Friends will be sponsoring a yard sale later in October, a Halloween Festival,

Page Two  
Athens Regional Library Board  
October 15, 1992

and several other special events.

Oglethorpe County also has a building project in progress and the Board will be interviewing three architects, according to Mrs. Toney. The Building Committee has toured several libraries in the Northern part of the state to get ideas for their facility and have some very definite ideas! Three students are currently enrolled in that literacy program. The Friends have been quite active soliciting new members, magazine subscriptions, and developing plans for fundraising.

Mrs. Ames reported for Athens-Clarke County. On October 15, the Library will host a presentation by author Anne Rivers Siddons which will be preceded by a reception at the Taylor Grady House sponsored by the Friends. Fifty tickets have already been sold at \$25 per couple and the Friends expect to have some sales at the door. Mrs. Siddons will sign books following her presentation at the Library. The Friends have been active volunteers in the store which currently shows a profit of over \$5,000. Proceeds will be used to purchase books and to sponsor programs for the Library.

The building is still not quite complete, with action still to come on some minor change orders and the installation of audiovisual equipment.

Pat Shields, a local professional storyteller, presented a workshop on storytelling and a public performance. This appearance was sponsored by the Georgia Arts Council which provided a grant of \$500.

The Library has been awarded several grants recently including \$21,000 from the Library Services and Construction Act for continuation of our automation project; \$16,000 for three different proposals to buy two motorized scooters for elderly or disabled patrons, to develop "story boxes" to be taken to low income daycare centers throughout the region by our bookmobile staff, and to purchase materials for use with the deaf; \$20,000 from the Community Development Block Grant to provide outreach literacy programs in Nellie B and Pauldore public housing areas; and \$25,000 to purchase materials in other languages. This is in addition to the two JTPA grants which were developed by regional staff for Madison and Oconee counties.

Mrs. Ames also discussed legislative needs. The Department of Education is recommending that the book budget be increased from 51 cents per capita to 56 cents; that Maintenance and Operations which funds our regional services be increased from 55.5 cents per capita to 60.5 cents; and that the Director's Supplement provided by the state be increased from \$900 to \$2500. We will also be requesting that state construction funding continue as the region will have requests for a 7200 sq. ft. building in Lexington, a 3000 sq. ft. addition in Danielsville, and a possible 3000 sq. ft. addition in Watkinsville to be considered.

The Civil Rights Compliance Statement was reviewed and reauthorized by a vote following a motion by Mrs. Carithers and second by Mrs. Weeks.

Because the Athens-Clarke County budget had not been finalized by the July meeting, the Board was asked to approve the fully integrated budget which included the final authorized funding amounts from all sources. This was approved upon motion by Mrs. Weeks, second by Mrs. Wynn, and unanimous vote.

Under New Business, the Athens-Clarke County Board requested regional approval for Construction Change Order 10 which included many items that were discussed in July and approved by that Board in October including:

AV electrical modification	\$15,890
Electrical changes at doors	5,341
Auditorium painting	3,083
Concrete work	1,141
Security system	18,056

and other assorted corrections/additions totaling \$55,047. The construction account had earned \$281,997 in interest. After reviewing final cost tabulations and Change Order 10, the Library would still have approximately \$161,000 left. The motion to act on this request from the Athens-Clarke County Board was made by Mrs. Toney, second by Mrs. Johnson and unanimous vote.

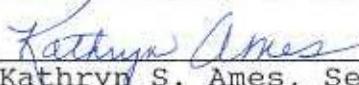
The need to increase insurance coverage and to add Franklin County to the universal policy was discussed. Mr. Ginn made the motion to add liability coverage to the three Franklin County Libraries, to increase the general liability coverage to \$1 million for all premises including Franklin County, to raise bookmobile liability to \$500,000, and to review the Errors and Omissions coverage; second from Mrs. Toney; unanimous vote.

The regional policy for handling complaints generated by the Americans with Disabilities Act was reviewed and approved upon a motion from Mrs. Carithers and second from Mrs. Weeks.

The Board was asked to formally approve a grant and contract with JTPA to provide literacy services in Oconee County for a total of \$23,000. Mr. Ginn made the motion to approve the contract which will be required in order to receive funding, second by Mrs. Toney, and unanimous vote.

Mrs. Ames noted the date of Library Legislative Day and urged as many members as possible to attend.

There being no further business, the meeting was adjourned at 4:30 PM.

  
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Kathryn S. Ames, Secretary

MINUTES  
BUILDING COMMITTEE  
Nov. 12, 1992

The Building Committee met at 2:00 on Nov. 12 to discuss several building related issues. Present were Mr. Hodgson, chairman, Mr. Firor, Mr. Logue, Mrs. Hertz, Mrs. Ames, Mr. Newsome and Mr. Papageorge from Barton Malow, and Mr. Cauthen from Athens-Clarke County Building and Grounds.

The first issue was a review of the Nix Mann Viehman request for extra compensation because of additional time required for the project. The original construction schedule called for the project to be completed in 11 months, and the actual time was for 14.77 months. The NMV contract had a provision that called for up to 90 days of architectural services after substantial completion or 14 months. Mr. Newsome's conclusion was that the contract extended an additional .77 months.

He then reviewed the extra cost request in terms of errors that were charged to the owners. Of those, errors causing changes to the contract which were of no benefit to the owners totaled \$48,602. Errors or changes from which the owners derived some benefit totaled \$42,309. The total cost of errors was \$90,911 or approximately 2.1 percent of the total construction cost. Mr. Newsome noted that this was not abnormal on a building of this size and complexity.

He also reviewed the architectural fees that were charged by NMV for the design work and noted that \$426,000 was the original contract total; additions to the contract were \$164,543 which brought the entire design fee to about 13.72% of the overall construction cost which was somewhat higher than normal.

The Committee agreed that the increased fee request totaling \$14,848.27 should be denied and Mr. Newsome was directed by Mr. Hodgson to notify the firm of this decision.

The Committee recommended that Mr. Newsome proceed with a change order to procure the audiovisual equipment for the auditorium and for the storyhour area. These are included in the budget projections and will not require additional action except approval from the Commission. Total expenditure will be \$61,000.

The concerns of the automatic entry doors was discussed. Mrs. Ames objected to leaving the doors open because of security issues and heating concerns. The Library will place large plants near the area where children have played to discourage this activity.

Mr. Cauthen reviewed the landscape design and will meet once more with the committee before finalizing the plan. He discussed the need to have a subtle, buffered entry rather than a focus on

Page Two  
Building Committee Meeting  
November 12, 1992

the detention pond. Brick pavers will be considered for use along the front entry with possible seating in the area. No deck will be proposed. The location of the bike rack was reviewed and this will be installed along with plantings in a paved area. The need for a sign which will comply with the sign ordinance was discussed and Steve Martin will work on this for presentation at the next meeting. It was decided not to put any lettering on the building, but rather to wait and review the sign design by Mr. Martin. Mr. Hodgson reminded Mr. Cauthen about the plaques for the trees.

The next meeting will be held in December with the hope that Mrs. LaBoon can attend to assist with final planting recommendations. The meeting adjourned at 3:00.

Kathryn Ames  
Kathryn S. Ames, Secretary

MINUTES  
BUILDING COMMITTEE  
December 17, 1992

The Building Committee met at 11:00 on December 17 to review landscape plans developed by Roger Cauthen. Present were Mr. Hodgson, Mrs. DuPree, Mrs. LaBoon, Mr. Firor, Mr. Cauthen and Mrs. Ames.

Mr. Cauthen presented the plan. The original design called attention to the detention pond; this proposal would increase a buffering effect to draw attention away from the pond and direct it toward the building. To accomplish this, three zelkova trees would be added along the entry driveway with lower shrubs and Zabel laurel grouped around the trees. Weeping willow trees will be used near the pond to provide some concealment. Groupings of dogwoods and redbuds will be used in three locations near the pond and there will be random plantings of Carolina Jasmine vine along the fence. Some wildflower or meadow plants may be added to the grassed terrace area in the spring. The estimated cost of the plan is well below the budgeted amount. The Committee unanimously approved this design and Mr. Cauthen indicated that work could begin the second week of January, weather permitting.

Mr. Cauthen and Mr. Martin will have a plan for use of brick pavers and exterior seating to present to the Committee on January 12, 1993, at 3:15. They will also continue to research tree labels and an appropriate sign design.

The bike rack location was finalized, but installation will be delayed until a final plan for brick pavers is completed.

The final discussion point was the irrigation plan. It too will be handled by the Building and Grounds Division. The revised plan calls for the installation of hose bibs around the landscape perimeter and near the corner of Baxter/Dudley Drive. Automatic sprinklers would be installed on the North and East sides of the building for use during drought conditions. This project will be well below budgeted estimates and was approved by the Committee. Work will begin on this in January as well.

The meeting was adjourned at 11:45.

Kathryn Ames  
Kathryn S. Ames, Secretary